



## EUROPEAN COMMISSION

Directorate General Regional Policy  
Directorate General Employment, Social Affairs and Equal Opportunities  
Directorate General Agricultural and Rural Development  
Directorate General Maritime Affairs and Fisheries

# SFC2007 Information System

## Member State Certifying Authority Manual

Date: 02/04/2009  
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Authors: Wim NAHON  
Revised by: Alan CONNELL  
Approved by: Alan CONNELL  
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## 1. INTRODUCTION

### 1.1. Definition

The Member State Certifying Authority (MSCA) is a national, regional or local public authority or body designated by the Member State to certify statement of expenditure and applications for payment before they are sent to the Commission (Article 59 of Council Regulation (EC) No 1083/2006) on the Structural Funds and Article 58 of Council Regulation (EC) 1198/2006 on the European Fisheries Fund).

### 1.2. Tasks

The MSCA has the following key responsibility:

- [Managing Interim Payment Applications \(Structural Funds and EFF\)](#)

### 1.3. References used in this manual

The following references are used throughout this manual:

Ref	Name	File name
<a href="#">[R1]</a>	Glossary	SFC2007-BM-033 Business Glossary
<a href="#">[R2]</a>	Introduction Guide	SFC2007-MAN-183 Introduction Guide
[R3]	European Commission Operating Agent Manual	SFC2007-MAN-190 European Commission Operating Agent Manual
<a href="#">[R4]</a>	Member State Authority Manual	SFC2007-MAN-185 Member State Authority Manual
<a href="#">[R5]</a>	Member State Managing Authority Manual	SPF2007-MAN-184 Member State Managing Authority Manual

### 1.4. Disclaimer

The information contained in this manual is for guidance only and is a description on how to use the SFC2007 application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

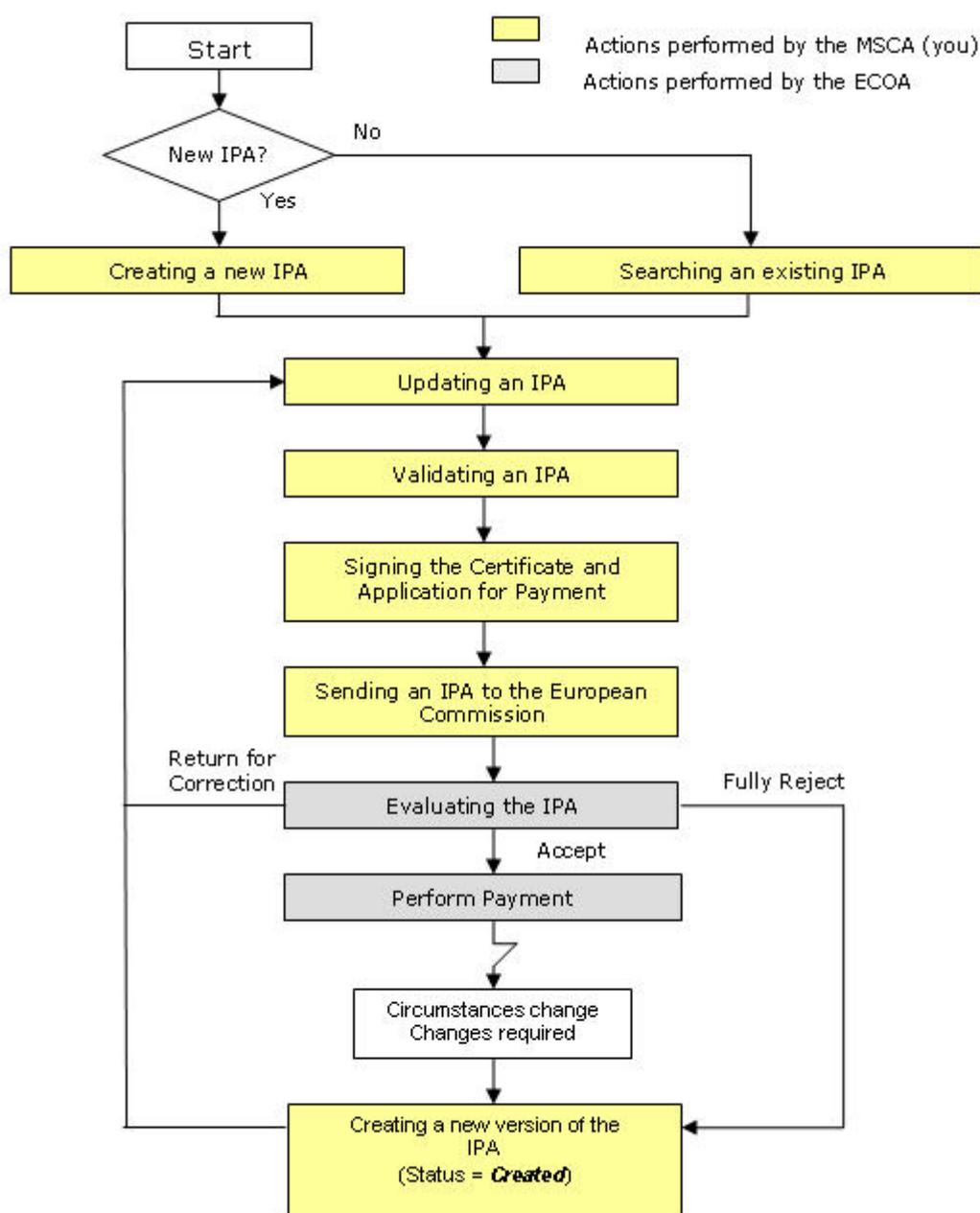
## 2. MANAGING INTERIM PAYMENT APPLICATIONS FOR STRUCTURAL FUNDS AND THE EUROPEAN FISHERIES FUND

### 2.1. Introduction to Interim Payment Applications (IPA)

Interim Payment Applications (IPA) allow Member States to claim payments for approved Operational Programmes.

### 2.2. Managing Interim Payment Applications: Workflow Overview

Managing Interim Payment Applications involves going through a workflow consisting of several procedures. Some procedures are performed by you, the Member State Certifying Authority (MSCA), while other procedures are performed by or the European Commission Operating Agent (ECO). An overview of this workflow is displayed below:



The actions you perform are represented as yellow boxes. Click one of the links below to access a detailed description: [ADDREF](#)

- [Creating Interim Payment Applications](#)
- [Searching existing Interim Applications](#)
- [Updating Interim Payment Applications](#)
- [Validating Interim Payment Applications](#)
- [Signing the Certificate of an Interim Payment Application](#)
- [Signing the Application for Payment](#)
- [Sending Interim Payment Applications to the European Commission](#)
- [Correcting a returned Interim Payment Application](#)
- [Creating a new version of an Interim Payment Application](#)

The actions performed by the European Commission Operating Agent (ECO) are displayed in gray boxes. Refer to the section [Evaluating a submitted \(sent\) Interim Payment Management \(by the ECO\)](#) to access short descriptions.

### 2.3. Creating Interim Payment Applications

This procedure explains how an Interim Payment Request is created by means of a Creation Wizard.

1. **On the SFC2007 initial screen, select the option *ERDF/CF, ESF, EFF Interim Payment Application* from the *Execution* drop-down menu.**



The following screen is displayed:

Cci	Version	Fund	Title	Status	Previous Node	Current Node	Last Modified
<a href="#">2007PT161P0001</a>	2	ERDF	OP for Portugal	Created	Portugal	Portugal	26/11/2007
<a href="#">2007PT161P0001</a>	1	ERDF	OP for Portugal	Accepted	Commission	Commission	09/11/2007

This screen contains the following standard panes:

- **Search pane:** This pane allows defining Search criteria for finding existing Interim Payment Applications.
  - **List of Interim Payment Applications:** This pane lists default information for existing Interim Payment Applications.
  - **Create a new Interim Payment Application** link
2. **Click the link *Create a new Interim Payment Application*.**

The following screen is displayed:

User: #0052355 Mode: P/ Version: v2 d 5 Help Home Logout

**SFC 2007** System for Fund management in the European Community 2007-2013 English (en) ▾

Execution > Interim Payment Application > Create Interim Payment Application

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

● — ○  
Select Programme Confirm Version Creation

**Create Interim Payment Application - Step 1: Select a Programme**

Operational Programme CCI:  \*\*\* \*

Title:  \*

Next Cancel

The following fields are available:

- [Operational Programme CCI](#)
- [Title](#)

For a description of these fields, refer to section [General Interim Payment Application Data fields](#) or click an individual field link in the list above.

**3. Click the *Operational Programme CCI* field:**



The following dialog is displayed:



This dialog contains the CCI of Operational Programmes that:

- Are approved,
- Are managed at the user's node;
- Are funded by a DG for which the user is registered.

**4. Click the link matching the required *Operational Programme*.**

Results:

- The selected CCI is copied into the *Operational Programme CCI* field.
- The title assigned to the Operational Programme is copied into the *Title* field.

**5. Click the *Next* button.**

The second phase of the IPA Creation Wizard, called Confirm Version Creation, is displayed:

User: #0052355 Mode: P/ Version: v2 d 5 Help Home Logout

**SFC 2007** System for Fund management in the European Community 2007-2013 English (en) ▾

Execution > Interim Payment Application > Create Interim Payment Application

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

○ — ●  
Select Programme Confirm Version Creation

**Create Interim Payment Application - Step2: Confirm Version Creation**

This Interim Payment Application will be based on :

Operational Programme CCI: 2007PT161PO001 Version: 1 Decision: PT-001 13/07/2007 Fund: ERDF

Previous Finish Cancel

Verify the information displayed.

**6. Click the *Finish* button.**

The following message is briefly displayed:

***Payment Request created.***

Then the following screen is displayed:

This screen contains a number of tabs and subtabs allowing updating the IPA. Refer to [Updating Interim Payment Applications](#) for a detailed description.

## 2.4. Searching and displaying existing Interim Payment Applications

You typically search an existing Interim Payment Application, if you need to display or update its settings.

**1. On the SFC2007 initial screen, select the option ERDF/CF, ESF, EFF Interim Payment Application the Execution drop down menu:**

The following screen is displayed:

Cci	Version	Fund	Title	Status	Previous Node	Current Node	Last Modified
2007PT161PO001	2	ERDF	OP for Portugal	Created	Portugal	Portugal	26/11/2007
2007PT161PO001	1	ERDF	OP for Portugal	Accepted	Commission	Commission	09/11/2007

This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for finding existing Interim Payment Applications.
- **List of Interim Payment Applications:** This pane lists default information for existing Interim Payment Applications.

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction manual](#).

**2. Define search criteria in the Search pane, if you do not immediately find the required Interim Payment Request.**

The following search fields are available:

- [CCI](#)
- [Version](#)
- [Title](#)
- [Status](#)
- [Previous Node](#)
- [Current Node](#)

For a description of these fields, refer to sections [General Interim Payment Application Data fields](#) or click an individual field link in the list above.

**3. Click the Search button.**

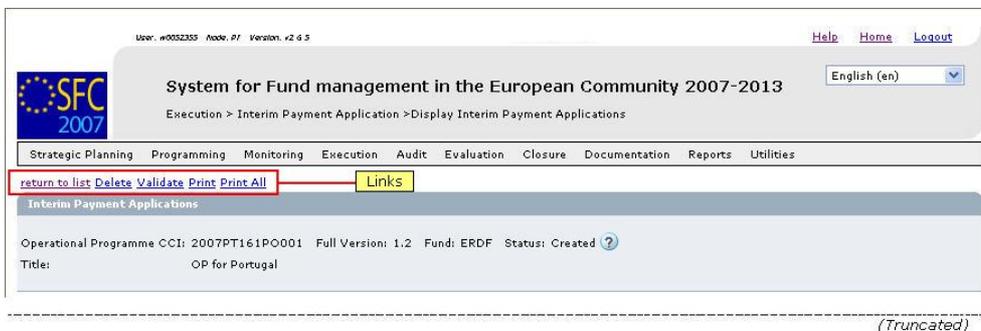
The Interim Payment Applications matching your search criteria are displayed in the **List of Interim Payment Applications**:



**4. Click the link in the CCI column matching the IPA you want to display.**

The details for the selected IPA are shown on its Display screen.

**5. Select a link at the top of the Display screen, if required.**



Dependent on the IPA status, the following links can be available:

Link	Description
------	-------------

Link	Description
Return to list	This link is always available. Click this link to return to the list of IPA's matching your search criteria.
Delete	<p>This link is available if:</p> <ul style="list-style-type: none"> <li>The Interim Payment Application is treated on the Member State level.</li> <li>The Interim Payment Application status is <b>Created</b> or <b>Validated</b>.</li> <li>The Interim Payment Application has never been sent to the Commission before.</li> </ul> <p>Click this link to delete the currently displayed Interim Payment Application version. The following dialog is displayed:</p>  <p>Confirm or cancel the deletion.</p>
Validate	<p>This link is available if:</p> <ul style="list-style-type: none"> <li>The Interim Payment Application is treated on the Member State level.</li> <li>The Interim Payment Application status is <b>Created</b> or <b>Returned for correction</b>.</li> </ul> <p>Click this link to validate the Interim Payment Application. Refer to <a href="#">Validating Interim Payment Applications</a> for more information.</p>
Send	<p>This link is available if:</p> <ul style="list-style-type: none"> <li>The Interim Payment Application is treated on the Member State level.</li> <li>The Interim Payment Application status is <b>Validated</b> or <b>Returned for correction</b>.</li> <li>The Interim Payment Application has been signed.</li> </ul> <p>Click this link to send the Interim Payment Application to the European Commission. Refer to <a href="#">Sending Interim Payment Applications</a> for more information.</p>
Print	This link is always available. Click this link to generate a Summary Report about the Interim Payment Application. Refer to <a href="#">Appendix B.1 Print Report</a> .
Print All	This link is always available. Click this link to generate a Detailed Report about the Interim Payment Application. Refer to <a href="#">Appendix B.2 Print All Report</a> .

**6. Verify the settings in the *Interim Payment Applications* section.**

#### Interim Payment Applications

Operational Programme CCI: 2007PT161PO001 Full Version: 1.1 Fund: ERDF Status: Accepted  
Title: OP for Portugal

This section lists the basic settings for this version of the Interim Payment Application. The following fields are available:

- [Operational Programme CCI](#)
- [Full Version](#)
- [Fund](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Interim Payment Application Data fields](#) or click an individual field link in the list above.

The information in this section was defined during the creation of the IPA. It is not possible to edit the settings for an existing IPA.

#### 7. Verify the settings in the *Certificate Information* section.

##### Certificate Information

National Reference: Portugal 999  
Name of Certifier: Certifier  
Position of Certifier: Position  
Representing the certifying authority designated by: Portugal  
Accounts provisionally closed on: 05/11/2007  
Certificate Date: 09/11/2007  
Certificate Signer: w0052355  
[Edit](#) [Sign](#)

For a description of these fields, refer to section [Certificate Information Data fields](#) or click an individual field link in the list above.

Click the **Edit** link in this section to change its settings. For the update procedure, refer to [Updating the tab Certificate](#).

Click the **Sign** link in this section to sign the Interim Payment Application. For the signing procedure, refer to [Signing the Certificate of an Interim Payment Application](#).

#### 8. Verify the settings in the *Statement of Expenditure by Priority Axis* section.

##### Statement of Expenditure by Priority Axis 2007-2015 (In EUR)

Code	Fund	Objective	Calculation Basis (1)	Total Expenditure (2)	Corresponding Public Contribution
1	ERDF	Convergence	Public Cost	1,000.00	100.00
2	ERDF	Convergence	Public Cost	105.00	200.00

(1) Basis for calculating Community contribution (public or total)

(2) Total amount of eligible expenditure paid by beneficiaries

[Edit](#)

This section lists information about the expenditure by Priority Axis. The indicated period (here 2007 – 2015) matches the Eligibility Period for the involved Operational Programme. For each listed Priority, the following fields are available:

- [Code](#)
- [Fund](#)
- [Objective](#)
- [Calculation Basis](#)
- [Total Expenditure](#)
- [Corresponding Public Contribution](#)

For a description of these fields, refer to section [Priority Detail Data fields](#) or click an individual field link in the list above.

Click the **Edit** link in this section to change its settings. For the update procedure, refer to [Updating the subtab Priority Detail](#).

#### 9. Verify the settings in the section *Statement of Expenditure breakdown per year of the total certified eligible expenditure*.

Statement of Expenditure breakdown by year of the total certified eligible expenditure (1)	
Year	Total Expenditure
2007	200.00

(1) By year: the breakdown mentioned in this table shall correspond to the payments made by the beneficiaries in the year concerned. Where it is not possible to precisely establish this breakdown, the best estimate of this breakdown should be given.

[Edit](#)

This section provides the total annual expenditure made by the beneficiaries. There is only one expenditure value per year, independent of the Objectives covered. A year is only listed if it is situated between the start date of eligibility and the smallest of current year and end date of eligibility.

Click the **Edit** link in this section to change its settings. For the update procedure, refer to [Updating the subtab Annual Detail](#).

#### 10. Verify the settings in the section *Technical Assistance*.

Technical Assistance	
Public Contribution	Total Expenditure
120,000.00	520,000.00

[Edit](#)

This section provides values for the Public and Total Expenditures for Technical Assistance. For DG MARE, the technical assistance follows the same rules as the other Axes and is part of the normal Financial Plan by axis (axis 5).

Click the **Edit** link in this section to change the settings. For the update procedure, refer to [Updating the subtab Technical Assistance](#).

#### 11. Verify the settings in the section *Application Information*.

Application Information			
Applicant Name:			Certifier
Applicant Position:			Position
Requested Amounts in EUR:			
Fund	Convergence	Regional Competitiveness and Employment	European Territorial Cooperation
ERDF	200.00		
Designated Body:	Portugal		
Bank:	PT Bank		
Bank Account Nr:	012-987654-23		
Bank Account Holder:	Portugal		
Request Date:	09/11/2007		
Application for Payment Signer:	w0052355		

[Edit](#) [Sign](#)

This section lists information about the Payment Application.

The following fields are available:

- [Applicant Name](#)
- [Applicant Position](#)
- [Requested Amounts](#)
- [Designated Body](#)
- [Bank](#)
- [Bank Account Nr](#)
- [Bank Account Holder](#)
- [Request Date](#)
- [Application for Payment Signer](#)

For a description of these fields, refer to section [Application Information Data fields](#) or click an individual field link in the list above.

Click the **Edit** link in this section to change its settings. For the update procedure, refer to [Updating the tab Application for Payment](#).

#### 12. Verify the settings in the section *Associated Documents*.

Title	Type	Language	Attachments	Document Date	Sent Date
IPA for Portugal	Interim Payment Application	Portuguese	1	03/12/2007	03/12/2007
prepareDocument - pt	Snapshot of data before send	Portuguese	1	03/12/2007	03/12/2007
Acknowledgement_pt.pdf	Interim Payment Application Sent Acknowledgement Document	Portuguese	1	03/12/2007	03/12/2007
Comments	Other Commission Document	English	1	03/12/2007	

[Edit](#)

- Documents attached manually by Member State users ■
- Documents attached manually by European Commission users ■
- Documents generated and attached by the system ■

This section lists information on the Documents and attachments defined for the Interim Payment Application. Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Documents tab** in the [SFC2007 Introduction manual](#).

**13. Verify the settings in the section *Officials In Charge*.**

Name	Phone	Fax	Email	Valid From	Until
Pinto Antonio	351 2 223 98 76	351 2 223 98 77	sfc2007_tra1@yahoo.com	01/08/2007	31/08/2011
Ana Lopes	351 2 123 45 67	351 2 123 45 68	sfc2007_tra2@yahoo.com	01/08/2007	31/08/2011

[Edit](#)

This section lists information on the Officials in Charge of the Interim Payment Application. Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Officials in Charge** in the [SFC2007 Introduction manual](#).

**14. Expand the *Last Validation Results* section by clicking the *Expand* icon (+).**

The following screen appears:

Date	Severity	Message
03/12/2007	Error	The total amounts of expenditure over priorities is different from the total amount of expenditure over years.
03/12/2007	Error	The Public Amount and Total Amount of Technical Assistance should be >= Public Amount and Total Amount over Technical Assistance Priorities and <= Public Amount and Total Amount over all Priorities.
03/12/2007	Info	Object could not be validated. Please correct errors.

This section lists error, warning and information messages about the last validation attempt. At least all errors must be corrected before the Interim Payment Application can be validated and sent to the European Commission. For a detailed description of the Validation process, refer to [Validating Interim Payment Applications](#).

**15. Expand the *History* section by clicking the *Expand* icon (+).**

The following screen appears:

Status	Comment	By Level	Date	User
Created		Portugal	03/12/2007 14:25	w0052355
Created		Portugal	03/12/2007 14:25	w0052355
Returned for Correction	Not adequately motivated	Commission	03/12/2007 14:24	w0050139
Sent		Portugal	03/12/2007 12:21	w0052355
Validated		Portugal	03/12/2007 12:18	w0052355
Created		Portugal	03/12/2007 12:18	w0052355
Created		Portugal	03/12/2007 12:16	w0052355
Created		Portugal	03/12/2007 11:57	w0052355
Created		Portugal	27/11/2007 14:41	w0052355
Created	created by wizard	Portugal	26/11/2007 15:04	w0052355

- Comments entered by the Commission: ■
- Comments generated by the system: ■

The section lists, in inversed chronological order, all "events" occurred during the life of this IPA. All entries are read-only and generated by the system. Comments have been defined by the European Commission or by the system.

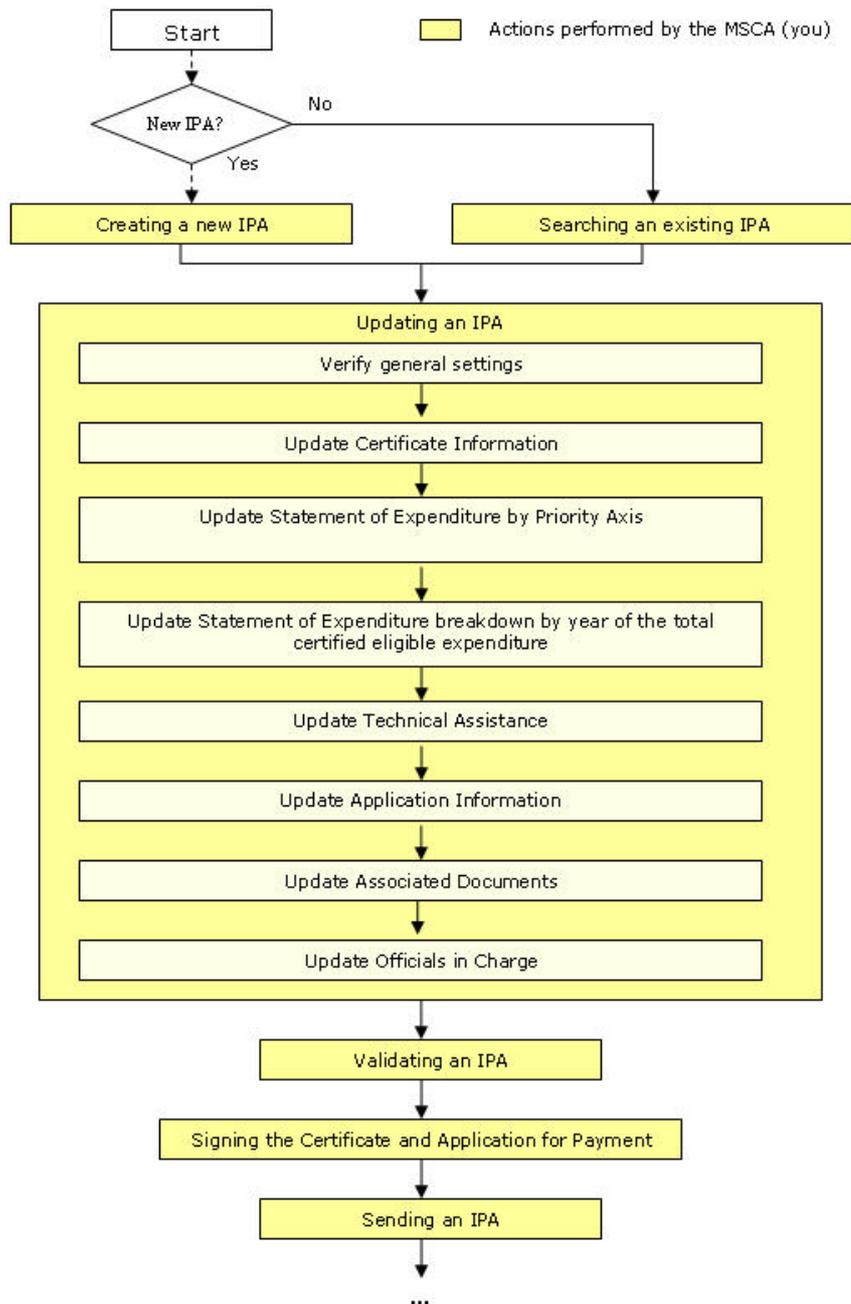
The following fields are displayed:

<b>Field</b>	<b>Description</b>
Status	This field displays the status of the Major Project at the moment of the event.
Comment	This field contains a comment generated by the system or entered by the ECOA for some standard "events".
By level	This field contains the name of the Level (node) where the IPA resided at the moment of the event.
Date	This field contains the timestamp (date and time) of the event.
User	This field contains the username of the person initiating the event.

## **2.5. Updating Interim Payment Applications**

### *2.5.1. Workflow Overview*

The following graphic shows the Workflow for updating an Interim Payment Application (IPA). It is a subset from the general Interim Payment Application Workflow shown in the section [Managing Interim Payment Applications: Workflow overview](#).



These actions are described in separate procedures:

- [Updating the tab Certificate](#)
- [Updating the subtab Statement of Expenditure – Priority Detail](#)
- [Updating the subtab Statement of Expenditure – Annual Detail](#)
- [Updating the subtab Statement of Expenditure – Technical Assistance](#)
- [Updating the tab Application for Payment](#)

The update procedure for the *Documents* and *Officials in Charge* tabs are explained in the [SFC2007 Introduction manual](#).

### 2.5.2. Updating the tab Certificate

The tab Certificate on the Interim Payment Applications Update screen lists information about the certification of the Interim Payment.

#### **1. Browse to the tab *Certificate* on the *Interim Payment Applications Edit* screen.**

Refer to one of the following procedures for instructions:

- [Creating Interim Payment Applications](#)
- [Searching and displaying existing Interim Payment Applications](#)

The screen looks as follows:

User: #0052355 Node: 07 Version: v2.6.5 Help Home Logout

System for Fund management in the European Community 2007-2013  
Execution > Interim Payment Application > Edit Interim Payment Applications

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Interim Payment Applications

Operational Programme CCI: 2007PT161PO001 Full Version: 1.2 Fund: ERDF Status: Created ?  
Title: OP for Portugal

Certificate Statement of Expenditure Application for Payment Documents In Charge

Certificate Information

National Reference: Portugal 999  
Name of Certifier: Certifier \*  
Position of Certifier: Position \*  
Representing the certifying authority designated by: Portugal \*  
Accounts provisionally closed on: 05/11/2009 \*  
Certificate Date: 09/11/2009 \*

Save Cancel

[return to display](#)

**2. Verify the basic information about the Interim Payment Application in the information pane at the top of the screen.**

The following fields are available:

- [Operational Programme CCI](#)
- [Full Version](#)
- [Fund](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Interim Payment Application Data Fields](#) or click an individual field link in the list above.

If a comment is associated with the last message in the History table, the ? icon is displayed next to the *Status* field. You can click this icon to display this comment in a temporary dialog.

**3. Update the values in the *Certificate* tab as required.**

The following fields are available:

- [National Reference](#)
- [Name of Certifier](#)
- [Position of Certifier](#)
- [Representing the certifying authority designated by](#)
- [Accounts provisionally closed on](#)
- [Certificate Date](#)
- [Certificate Signer](#)

For a description of these fields, refer to section [Certificate Information Data Fields](#) or click an individual field link in the list above.

**4. Perform the required changes and click the *Save* button.**

This concludes the procedure *Updating the tab Certificate*.

You can now:

- [Update the subtab Statement of Expenditure – Priority Detail](#) (logical next step)

- Update another tab or subtab on the IPA Edit screen. Refer to the [Action Overview](#) in the section *Updating Interim Payment Applications*.

### 2.5.3. Updating the subtab Statement of Expenditure – Priority Detail

The subtab Priority Detail on the Statement of Expenditure tab lists information about the expenditure by Priority Axis.

#### 1. Browse to the subtab *Priority Detail* on the tab *Statement of Expenditure* on the *Interim Payment Application Edit* screen.

Refer to one of the following procedures for instructions:

- [Creating Interim Payment Applications](#)
- [Searching and displaying existing Interim Payment Applications](#)

The screen looks as follows:

User: #0052355 Mode: PF Version: v2.6.5 Help Home Logout

**SFC 2007** System for Fund management in the European Community 2007-2013 English (en)

Execution > Interim Payment Application > Edit Interim Payment Applications

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Interim Payment Applications

Operational Programme CCI: 2007PT161PO001 Full Version: 1.2 Fund: ERDF Status: Created ?

Title: OP for Portugal

Certificate **Statement of Expenditure** Application for Payment Documents In Charge

Priority Detail Annual Detail Technical Assistance

Statement of Expenditure by Priority Axis 2007-2015 (In EUR)

Code	Fund	Objective	Calculation Basis (1)	Total Expenditure (2)	Corresponding Public Contribution
1	ERDF	Convergence	Public Cost	100	100
2	ERDF	Convergence	Public Cost	100	100

(1) Basis for calculating Community contribution (public or total)  
(2) Total amount of eligible expenditure paid by beneficiaries

return to display Save Cancel

#### 2. Verify the basic information about the Interim Payment Application in the information pane at the top of the screen.

The following fields are available:

- [Operational Programme CCI](#)
- [Full Version](#)
- [Fund](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Interim Payment Application Data Fields](#) or click an individual field link in the list above.

#### 3. Verify the settings in the *Priority Detail* subtab.

The following fields are available for each Priority Axis defined for the Operational Programme for which the IPA is defined:

- [Code](#)
- [Fund](#)
- [Objective](#)
- [Calculation Basis](#)
- [Total Expenditure](#)
- [Corresponding Public Contribution](#)

For a description of these fields, refer to section [Priority Detail Data Fields](#) or click an individual field link in the list above.

4. Enter or edit the values in the *Total Expenditure* and *Corresponding Public Contribution* fields as required.
5. Click the *Save* button.

This concludes the procedure *Updating the subtab Statement of Expenditure – Priority Detail*.

You can now:

- [Update the subtab Annual Detail](#) (logical next step)
- Update another tab on the MCS Dossier Update screen. Refer to the [Action Overview](#) in the section *Updating Interim Payment Applications*.

#### 2.5.4. Updating the subtab Statement of Expenditure – Annual Detail

The subtab *Annual Detail* on the *Statement of Expenditure* tab lists information about the expenditure by year of the total certified eligible expenditure.

1. Browse to the subtab *Annual Detail* on the tab *Statement of Expenditure*, available on the *Interim Payment Application Edit* screen.

Refer to one of the following procedures for instructions:

- [Creating Interim Payment Applications](#)
- [Searching and displaying existing Interim Payment Applications](#)

The screen looks as follows:

Operational Programme CCI: 2007PT161PO001 Full Version: 1.2 Fund: ERDF Status: Created  
Title: OP for Portugal

Statement of Expenditure breakdown by year of the total certified eligible expenditure (1)

Year	Total Expenditure
2007	200

(1) By year: the breakdown mentioned in this table shall correspond to the payments made by the beneficiaries in the year concerned. Where it is not possible to precisely establish this breakdown, the best estimate of this breakdown should be given.

Save Cancel

2. Verify the basic information about the Interim Payment Application in the information pane at the top of the screen.

The following fields are available:

- [Operational Programme CCI](#)
- [Full Version](#)
- [Fund](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Interim Payment Application Data Fields](#) or click an individual field link in the list above.

### 3. Verify the settings in the *Annual Detail* subtab.

The following fields are available for each year during which the beneficiaries made payments.

- [Year](#)
- [Total Expenditure](#)

For a description of these fields, refer to section [Annual Details Data Fields](#) or click an individual field link in the list above.

### 4. Enter or edit the values in the *Total Expenditure* field as required.

### 5. Click the *Save* button.

This concludes the procedure *Updating the subtab Statement of Expenditure – Priority Detail*.

You can now:

- [Update the subtab Technical Assistance](#) (logical next step)
- Update another tab on the MCS Dossier Update screen. Refer to the [Action Overview](#) in the section *Updating Interim Payment Applications*.

### 2.5.5. *Updating the subtab Statement of Expenditure – Technical Assistance*

The subtab *Technical Assistance* on the *Statement of Expenditure* tab lists information about the public and total expenditure for Technical Assistance.

### 1. Browse to the subtab *Technical Assistance* on the tab *Statement of Expenditure*, available on the *Interim Payment Application Edit* screen.

Refer to one of the following procedures for instructions:

- [Creating Interim Payment Applications](#)
- [Searching and displaying existing Interim Payment Applications](#)

The screen looks as follows:

The screenshot displays the 'System for Fund management in the European Community 2007-2013' interface. At the top, there is a user information bar with 'User: #0052355', 'Node: PF', and 'Version: v2.6.5'. To the right are links for 'Help', 'Home', and 'Logout', along with a language dropdown set to 'English (en)'. Below this is a navigation menu with tabs for 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', 'Documentation', 'Reports', and 'Utilities'. The main content area is titled 'Interim Payment Applications' and shows details for 'Operational Programme CCI: 2007PT161P0001', 'Full Version: 1.2', 'Fund: ERDF', and 'Status: Created'. The 'Title' is 'OP for Portugal'. Below this, there are tabs for 'Certificate', 'Statement of Expenditure', 'Application for Payment', 'Documents', and 'In Charge'. The 'Statement of Expenditure' tab is active, and within it, the 'Technical Assistance' subtab is selected. The 'Technical Assistance Statement of Expenditure' table has two columns: 'Public Contribution' and 'Total Expenditure', both with input fields containing the value '0'. At the bottom right of the table area are 'Save' and 'Cancel' buttons. A 'return to display' link is located at the bottom left of the screenshot.

### 2. Verify the basic information about the Interim Payment Application in the information pane at the top of the screen.

The following fields are available:

- [Operational Programme CCI](#)
- [Full Version](#)
- [Fund](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Interim Payment Application Data Fields](#) or click an individual field link in the list above.

**3. Verify the settings in the *Technical Assistance* subtab.**

The following fields are available:

- [Public Contribution](#)
- [Total Expenditure](#)

For a description of these fields, refer to section [Technical Assistance Data Fields](#) or click an individual field link in the list above.

**4. Enter or edit the values in the *Public Contribution* and *Total Expenditure* fields as required.**

**5. Click the *Save* button.**

This concludes the procedure *Updating the subtab Statement of Expenditure – Technical Assistance*.

You can now:

- [Update the tab Application for Payment](#) (logical next step)
- Update another tab on the MCS Dossier Update screen. Refer to the [Action Overview](#) in the section Updating Interim Payment Applications.

**2.5.6. Updating the tab Application for Payment**

The tab *Application for Payment* on the *Interim Payment Application* Edit screen lists information about the actual application for payment.

**1. Browse to the tab *Application for Payment* on the *Interim Payment Application* Edit screen.**

Refer to one of the following procedures for instructions:

- [Creating Interim Payment Applications](#)
- [Searching and displaying existing Interim Payment Applications](#)

The screen looks as follows:

User: #0352355 Mode: P/ Version: #2 d 5 Help Home Logout

 **System for Fund management in the European Community 2007-2013** English (en) ▼

Execution > Interim Payment Application > Edit Interim Payment Applications

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

**Interim Payment Applications**

Operational Programme CCI: 2007PT161PO001 Full Version: 1.2 Fund: ERDF Status: Created  
Title: OP for Portugal

Certificate Statement of Expenditure **Application for Payment** Documents In Charge

**Application Information**

Applicant Name:  \*

Applicant Position:  \*

Requested Amounts in EUR:

Fund	Convergence	Regional Competitiveness and Employment	European Territorial Cooperation
ERDF	<input type="text" value="200"/>	<input type="text"/>	<input type="text"/>

Designated Body:  \*

Bank:  \*

Bank Account Nr:  \*

Bank Account Holder:

Request Date:  \*

[return to display](#)

**2. Verify the basic information about the Interim Payment Application in the information pane at the top of the screen.**

The following fields are available:

- [Operational Programme CCI](#)
- [Full Version](#)
- [Fund](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Interim Payment Application Data Fields](#) or click an individual field link in the list above.

**3. Verify the settings in the *Application for Payment* tab.**

The following fields are available:

- [Applicant name](#)
- [Applicant Position](#)
- [Requested Amounts in EUR](#)
- [Designated Body](#)
- [Bank](#)
- [Bank Account Nr](#)
- [Bank Account Holder](#)
- [Request Date](#)

For a description of these fields, refer to section [Application for Payment Data Fields](#) or click an individual field link in the list above.

**4. Enter or edit the values as required.**

**5. Click the *Save* button.**

This concludes the procedure *Updating the tab Application for Payment*.

You can now:

- Update the tabs *Documents* and *In Charge* (logical next steps). Refer to the [SFC2007 Introduction manual](#) for a detailed description of these tabs.
- Update another tab on the IPA Edit screen. Refer to the [Action Overview](#) in the section *Updating Interim Payment Applications*.
- [Validate the Interim Payment Application](#)

## 2.6. Validating Interim Payment Applications

When you validate an Interim Payment Application (IPA), the system will check the validity and completeness of the information related to the current version of this IPA. Refer to [Appendix A](#) for a detailed list of the validation rules. You will logically perform a validation of your IPA AFTER having [created](#) and [updated](#) it.

Validating an Interim Payment Application is only possible, if it has the status *Created* or *Returned for correction* (by the Commission).

Follow the procedure detailed in this section to validate an Interim Payment Application.

### 1. Search the Interim Payment Application to be validated.

Refer to [Searching and displaying existing Interim Payment Applications for a detailed description](#).

### 2. Click the *Validate* link, once you have accessed the Interim Payment Application Display.



(Truncated)

The Validation Results are displayed:

Date	Severity	Message
03/12/2007	Error	The total amounts of expenditure over priorities is different from the total amount of expenditure over years.
03/12/2007	Error	The Public Amount and Total Amount of Technical Assistance should be >= Public Amount and Total Amount over Technical Assistance Priorities and <= Public Amount and Total Amount over all Priorities.
03/12/2007	Info	Object could not be validated. Please correct errors.

The table lists messages in three severity levels:

- **Error:** Errors are blocking shortcomings to the Interim Payment Application. The IPA will not get the *Validated* status and you will not be able to send it to the European Commission, as long as errors persist.
- **Warning:** Warnings are non-blocking shortcomings to the Interim Payment Application. The IPA will get the *Validated* status and you will be able to send it to the European Commission, while warnings persist. However, the Commission is more likely to return the Interim Payment application to you in order to remove the warnings.
- **Info:** Informational messages provide a conclusion of the Error and Warning messages, such as the info message in the screen above:  
*Object could not be validated. Please correct errors.*

For a detailed overview of the Validation Rules, refer to [Appendix A: Validation Rules for Interim Payment Applications](#).

### 3. Analyse the Validation results and correct the errors (and the warnings).

Refer to the procedures in the chapter [Updating Interim Payment Applications](#).

4. **Once you think you have corrected all errors (required) and all warnings (preferably), try validating the IPA again.**
5. **Repeat the steps above, until all errors (and if possible warnings) have been eliminated.**

The Validation report will look as follows:

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The user is logged in as 'User: #0052355' and the system is in 'English (en)'. The navigation menu includes 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', 'Documentation', 'Reports', and 'Utilities'. The main content area displays 'Interim Payment Applications' with details for 'Operational Programme CCI: 2007PT161PO001' and 'Title: OP for Portugal'. The status is 'Validated' and a message indicates 'Status has been updated.'. Below this, the 'Validation Results' section shows a table with columns 'Date', 'Severity', and 'Message'. A single entry is shown for '03/12/2007' with 'Info' severity and the message 'Object has been validated.'. A 'return to display' link is present, and a yellow box highlights 'No errors persist.'.

6. **You can now sign the Certificate and the Application for Payment, before sending the IPA to the European Commission.**

Refer to the sections [Signing the Certificate](#) and [Signing the Application for Payment](#) for a detailed description.

## 2.7. Signing the Certificate of an Interim Payment Application

You will logically sign the Certificate of an IPA after having [created](#), [updated](#) and [validated](#) the IPA. You may perform this action before or after [sending the IPA to the Commission](#).  
ADDREF

Signing the Certificate of an IPA is only possible, if it has the status *Created*, *Validated* or *Sent*.

Follow the procedure detailed in this section to sign the Certificate of an IPA.

1. **Search the Interim Payment Application for which you want to sign the Certificate.**

Refer to [Searching existing Interim Payment Applications](#) for a detailed description.

2. **Once you have accessed the IPA Display screen, click the *Sign* link in the *Certificate Information* section:**

The screenshot shows the 'Certificate Information' section. It displays the following details: National Reference: Portugal 999; Name of Certifier: Certifier; Position of Certifier: Position; Representing the certifying authority designated by: Portugal; Accounts provisionally closed on: 05/11/2007; Certificate Date: 09/11/2007; Certificate Signer: [redacted]. At the bottom, there are 'Edit', 'Sign', and 'Click' buttons. The 'Sign' button is highlighted with a red box and a yellow box.

The following dialog is displayed:

User: w0052355 Node: PT Version: v2.6.9 [Help](#) [Home](#) [Logout](#)

 **System for Fund management in the European Community 2007-2013** English (en) ▾

Execution > Interim Payment Application > Sign Interim Payment Application

Strategic Planning   Programming   Monitoring   Execution   Audit   Evaluation   Closure   Documentation   Reports   Utilities

**Interim Payment Applications**

Operational Programme CCI: 2007PT161PO001   Full Version: 1.2   Fund: ERDF   Status: Validated  
 Title: OP for Portugal

Are you sure you want to sign the Certificate of this Interim Payment Application?

**3. Click the *Yes* button to confirm the signing.**

Your user name is entered in the field *Certificate Signer*.

**Certificate Information**

National Reference: Portugal 999  
 Name of Certifier: Certifier  
 Position of Certifier: Position  
 Representing the certifying authority designated by: Portugal  
 Accounts provisionally closed on: 05/11/2007  
 Certificate Date: 09/11/2007  
 Certificate Signer: w0052355

[Edit](#) [Sign](#)

**4. You can now sign the Application for Payment.**

Refer to [Signing the Application for Payment](#).

**2.8. Signing the Application for Payment**

You will logically sign the Application for Payment of an IPA after having [created](#), [updated](#) and [validated](#) the IPA. You may perform this action before or after sending the IPA to the Commission.

Signing the Application for Payment of an IPA is only possible, if it has the status *Created*, *Validated* or *Sent*.

Follow the procedure detailed in this section to sign the Application for Payment.

**1. Search the Interim Payment Application for which you want to sign the Application for Payment.**

Refer to [Searching existing Interim Payment Applications](#) for a detailed description.

**2. Once you have accessed the IPA Display screen, click the Sign link in the Application Information section:**

**Application Information**

Applicant Name: Certifier  
 Applicant Position: Position

Requested Amounts in EUR:

Fund	Convergence	Regional Competitiveness and Employment	European Territorial Cooperation
ERDF	200.00		

Designated Body: Portugal  
 Bank: PT Bank  
 Bank Account Nr: 012-987654-23  
 Bank Account Holder: Portugal  
 Request Date: 09/11/2007  
 Application for Payment Signer:

[Edit](#) [Sign](#) [Click](#)

The following dialog is displayed:

User: w0052355 Mode: P7 Version: v2 d 9 [Help](#) [Home](#) [Logout](#)

 **System for Fund management in the European Community 2007-2013** English (en)

Execution > Interim Payment Application > Sign Interim Payment Application

Strategic Planning   Programming   Monitoring   Execution   Audit   Evaluation   Closure   Documentation   Reports   Utilities

---

**Interim Payment Applications**

Operational Programme CCI: 2007PT161PO001   Full Version: 1.2   Fund: ERDF   Status: Validated ?

Title: OP for Portugal

Are you sure you want to sign the Application for Payment of this Interim Payment Application?

**3. Click the *Yes* button to confirm the signing.**

Your user name is entered in the field *Application for Payment Signer*:

**Application Information**

Applicant Name: \_\_\_\_\_ Certifier: \_\_\_\_\_  
Applicant Position: \_\_\_\_\_ Position: \_\_\_\_\_  
Requested Amounts in EUR:

Fund	Convergence	Regional Competitiveness and Employment	European Territorial Cooperation
ERDF	200.00		

Designated Body: Portugal  
Bank: PT Bank  
Bank Account Nr: 012-987654-23  
Bank Account Holder: Portugal  
Request Date: 09/11/2007  
Application for Payment Signer: w0052355  
[Edit](#) [Sign](#)

**4. You can now send the Interim Payment Application to the European Commission.**

Refer to [Sending Interim Payment Applications to the European Commission](#).

**2.9. Sending an Interim Payment Application to the European Commission**

Once you have [validated](#) and [signed](#) an Interim Payment Application, you can send it to the European Commission for approval.

Sending an Interim Payment Application to the Commission is only possible if it has the status *Validated* and it has been signed. Furthermore all previous versions must have the status *Sent*, *Accepted* or *Fully Rejected*.

**Note:**

For projects receiving contributions from multiple Funds, it is possible to send on a single day an IPA for each concerned Fund.

Follow the procedure detailed in this section to send an Interim Payment Application to the Commission.

**1. Search the Interim Payment Application you want to send to the European Commission.**

Refer to [Searching existing Interim Payment Application](#) for a detailed description.

**2. Once you have accessed the Interim Payment Application Display screen, click the *Send* link, as indicated below:**



The following screen is displayed:



The Snapshot report is generated. This snapshot shows the data that will be sent to the Commission, once you confirm the sending. Refer to [Appendix B.3 Snapshot Report](#) for a detailed description.

### 3. Click the **Yes** button to confirm the sending.

The ECAS Authentication screen is displayed.

### 4. Enter your user name and password, and click the **Submit** button.

Results:

- The Interim Payment Application is sent to the Commission.
- The European Commission is notified of this event by means of a standard e mail message.
- The Interim Payment Application Display screen is again displayed:
- The Status of the Interim Payment Application has been set to **Sent**.

This concludes the procedure ***Sending an Interim Payment Application to the European Commission***.

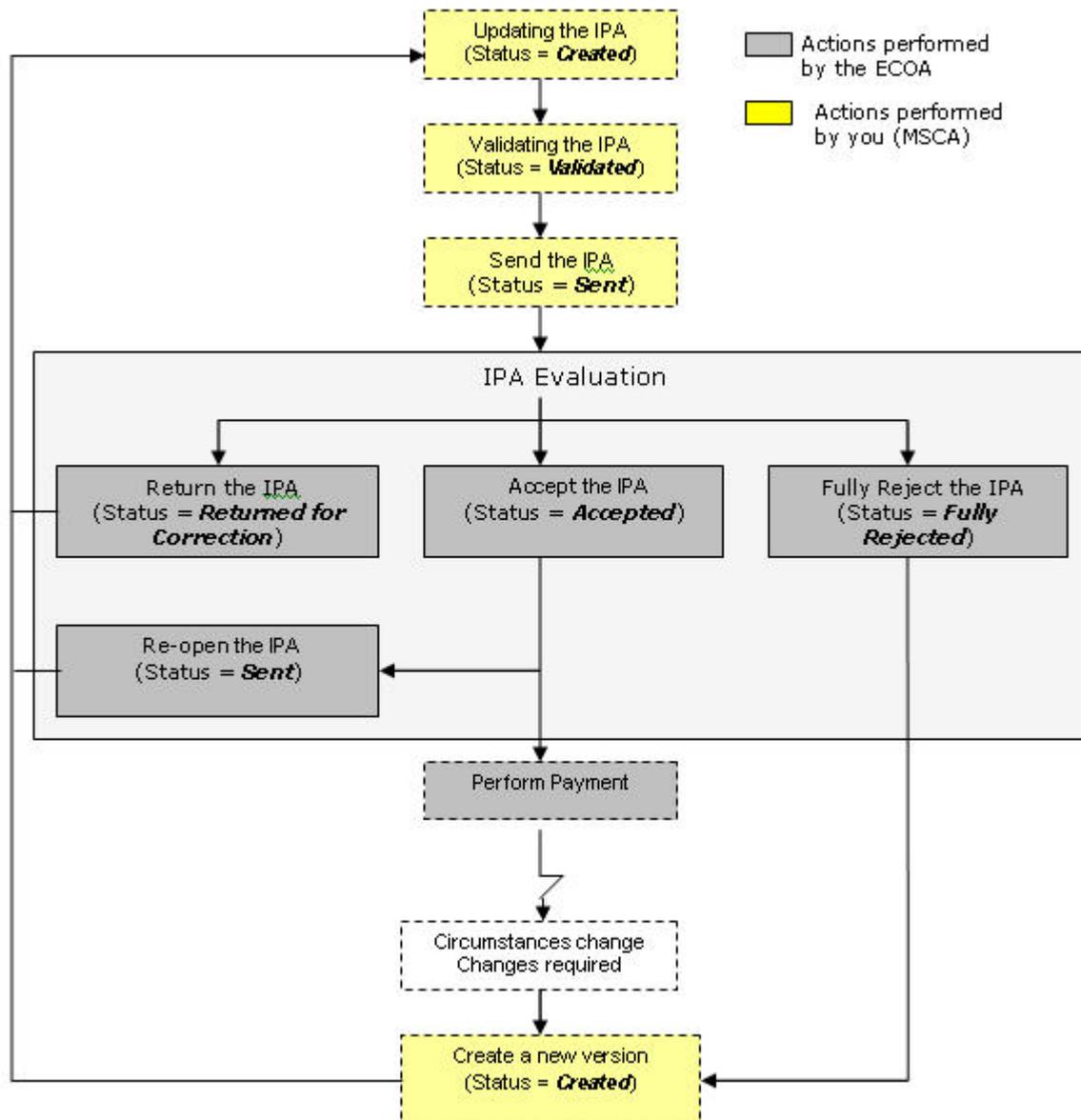
You will now have to wait until the European Commission evaluates your IPA and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to [Evaluating submitted \(sent\) Interim Payment Applications \(by the Commission\)](#).

**Note:** Once the IPA is sent to the Commission (status is **Sent**), only the **Officials in charge** and the **Documents** section are available for editing. You are not able to modify the rest of the data.

## 2.10. Evaluating Interim Payment Applications (by the Commission)

The European Commission Operating Agent (ECO) is responsible for evaluating the Interim Payment Applications sent to the Commission by the Member State Certifying Authority (MSCA). The following diagram provides an overview of the evaluating actions.



### Explanation:

Once you (the MSCA) have sent a validated and signed IPA the European Commission, the responsible ECOA is notified of this fact. The ECOA then evaluates the IPA. He can take the following decisions:

- **Accept the IPA**

If the IPA meets all requirements, the ECOA accepts it.

You can verify the evolution in the IPA Display Screen:

User: #0052355 Mode: P7 Version: #2 d 9 Help Home Logout

System for Fund management in the European Community 2007-2013  
Execution > Interim Payment Application > Display Interim Payment Applications

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

return to list Print Print All

Interim Payment Applications

Operational Programme CCI: 2007PT161PO001 Full Version: 1.2 Fund: ERDF Status: Accepted  
Title: OP for Portugal

An accepted IPA will be executed by the European Commission. The status *Accepted* is a final status. You cannot change the settings for an accepted IPA. If you still need to change the settings, you will need to:

- Ask the Commission to re-open it
- [Create a new Interim Payment Application](#) to replace this one **OR**
- [Create a new version of this Interim Payment Application.](#)
- **Return the IPA for correction**

If the IPA cannot be accepted in its current form, the ECOA returns it to you for correction.

You can verify the evolution in the IPA Display Screen:

User: #0052355 Mode: P7 Version: #2 d 9 Help Home Logout

System for Fund management in the European Community 2007-2013  
Execution > Interim Payment Application > Display Interim Payment Applications

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

return to list Validate Print Print All

Interim Payment Applications

Operational Programme CCI: 2007PT161PO001 Full Version: 1.2 Fund: ERDF Status: Returned for Correction ?  
Title: OP for Portugal

Certificate Information

National Reference:	Portugal 999
Name of Certifier:	Certifier
Position of Certifier:	Position
Representing the certifying authority designated by:	Portugal
Accounts provisionally closed on:	05/11/2007
Certificate Date:	09/11/2007
Certificate Signer:	w0052355

Edit

(Truncated)

Click the ? icon next to the status indication to view the reason the ECOA entered for returning the IPA. You can use the information for [updating](#) and [validating](#) the IPA before [sending it again to the European Commission](#).

- **Fully reject the IPA**

If the IPA cannot be accepted it all, the ECOA fully rejects it.

You can verify the evolution in the IPA Display screen:

User: #0052355 Mode: P7 Version: #2 d 9 Help Home Logout

System for Fund management in the European Community 2007-2013  
Execution > Interim Payment Application > Display Interim Payment Applications

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

return to list Print Print All

Interim Payment Applications

Operational Programme CCI: 2007PT161PO001 Full Version: 1.2 Fund: ERDF Status: Fully Rejected ?  
Title: OP for Portugal

Click the  icon next to the status indication to view the reason the ECOA entered for returning the IPA. You can use the information for creating an IPA that will be acceptable for the European Commission.

The **Fully Rejected** status is final: once an IPA has reached this status, its settings cannot be changed anymore. You (the MSCA) have to:

- [Create a new Interim Payment Application](#) to replace this one **OR**
- [Create a new version of this Interim Payment Application](#).

## 2.11. Correcting returned Interim Payment Applications

If the responsible European Commission Operating Agent (ECO) determines that a sent Interim Payment Application cannot be accepted in its current form, he will return it to the Member State for correction.

The officials listed in the Officials in Charge list will be notified of this event via an e-mail message in the following format:

```
From: "sfc2007-info@ec.europa.eu" <sfc2007-info@ec.europa.eu>
To: msca@portugal.pt
Sent: Tuesday, June 26, 2007 1:19:39 PM
Subject: SFC2007 Event Notification

Object: ERDF Interim Payment Application Version 3
Related to: Operational Programme 2007PT161P0001
Event: Returned for Correction
By: Commission
To: Portugal
Next Action: The Member State is expected to correct this Payment Request.
To review this Payment Request click here
```

Perform the following procedure to correct the Interim Payment Application.

### 1. Search returned Interim Payment Application.

Click the *here* link in the notification e-mail message above or refer to [Searching existing Interim Payment Applications](#).

### 2. In the Interim Payment Application Display screen, browse to the *Associated Documents* section:



Title	Type	Language	Attachments	Document Date	Sent Date
prepareDocument - pt	Snapshot of data before send	Portuguese	<a href="#">1</a>	07/12/2007	07/12/2007
Acknowledgement_pt.pdf	Interim Payment Application Sent Acknowledgement Document	Portuguese	<a href="#">1</a>	07/12/2007	07/12/2007
Document describing the reasons for returning the IPA	Official Commission's Observations	English	<a href="#">1</a>	07/12/2007	07/12/2007

If the ECOA attached a document to your IPA motivating his decision to return it to you for correction, this document will be listed in this section (probably on the last line).

### 3. Click the link in the *Attachments* column to open the document and follow the guidelines to correct the IPA.

### 4. In the IPA Display screen, browse to the *History* section as well:

Status	Comment	By Level	Date	User
Returned for Correction	Not sufficiently motivated	Commission	04/12/2007 13:59	w0050139
Sent	After Re-Open	Commission	04/12/2007 13:58	w0050139
Accepted		Commission	04/12/2007 13:57	w0050139
Sent		Portugal	04/12/2007 11:53	w0052355
Validated	Signing SGNAPP	Portugal	04/12/2007 11:24	w0052355
Validated	Signing SGNCRT	Portugal	03/12/2007 17:33	w0052355
Validated		Portugal	03/12/2007 16:46	w0052355
Created		Portugal	03/12/2007 16:46	w0052355
Created	created by wizard	Portugal	26/11/2007 15:04	w0052355

Look for the line marking the return of your IPA (probably the first line) and consult the *Comment* field.

In this field, the ECOA may have briefly explained why he returned your Interim Payment Application to you.

**5. Perform the required changes to the Interim Payment Application.**

Refer to the procedures described in section [Updating Interim Payment Applications](#).

**6. Validate the revised Interim Payment Application.**

Refer to the procedures in the section [Validating Interim Payment Applications](#).

**7. Sign the certificate and Payment application for the revised Interim Payment Application.**

Refer to the procedures in chapter [Signing the Certificate of an IPA](#) and [Signing the Application for Payment of an IPA](#).

**8. Send the revised, signed and validated Operational Programme again to the Commission.**

Refer to the procedure described in section [Sending Interim Payment Applications \(to the Commission\)](#).

You will now have to wait until the European Commission evaluates your revised IPA and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to [Evaluating submitted \(sent\) Interim Payment Applications](#) (by the Commission).

**2.12. Creating a new version of an Interim Payment Application**

If you need to change the settings of an accepted or fully rejected Interim Payment Application, you must create a new version of that Interim Payment Application.

Perform the following procedure to create a new version of an Interim Payment Application:

**1. Search the Interim Payment Application for which you need to create a new version.**

Refer to [Searching existing Interim Payment Applications](#).

**2. In the IPA Display screen, click the link *Create New Version*.**

The following screen is displayed:



**3. Click the *Yes* button.**

The new version is created and displayed on the screen.

The values in the sections *Associated Documents*, *Last Validation Results* and *History* are initialised. The other values are copied

**4. Perform the required updates for the new Interim Payment Application version.**

Refer to the procedures described in section [Updating Interim Payment Applications](#).

**5. Validate the new version of the Interim Payment Application.**

Refer to the procedures in chapter [Validating Interim Payment Applications](#).

**6. Send the revised and validated new version to the European Commission.**

Refer to the procedures in chapter [Sending an Interim Payment Application to the European Commission](#).

**7. You will now have to wait until the European Commission evaluates the new version of the IPA and notifies you of their decision.**

Refer to [Evaluating submitted \(sent\) Interim Payment Applications](#) (by the Commission).

### **2.13. Interim Payment Application Data Fields**

This section provides a detailed description of the data fields you can encounter when managing Interim Payment Applications. The fields are grouped in a table per tab or subtab.

The tables always have the same structure and contain the following information for each field:

- Field name
- Description
- Maximum Length (M.L.) expressed as a number of characters.  
If the entry length is pre-defined, the field contains a dash (-). This is the case for check boxes, for fields containing a date or another fix-format entry (such as a CCI) and for fields for which a predefined value must be selected from a drop-down list.
- Status: M (Mandatory), O (Optional), C (Calculated by the system)

#### ***2.13.1. General Interim Payment Application Data Fields***

The following table lists the data fields containing general information about the Interim Payment Application (IPA). You can find them on one or more of the following screens:

- The IPA Search pane
- The IPA Creation Wizard
- The *Interim Payment Applications* section of the IPA Display screen
- The general information pane at the top of the IPA Edit screen

**Note:** This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
------------	-------------	------	--------

Field name	Description	M.L.	Status
Operational Programme CCI	<p>This field contains the CCI of the Operational Programme for which the Interim Payment Application has been defined.</p> <p>You select the CCI during the first phase of the Creation Wizard.</p> <p>When you are searching for a specific IPA, you can enter (part of) the CCI to find it.</p> <p>When you are editing an existing IPA, this is a read-only field in the information pane at the top of the screen. You cannot change the selected CCI for an existing Interim Payment Application.</p>	-	M
Version	<p>The version of the IPA is a numeric value that is automatically incremented by 1, each time a new version of the IPA is created.</p> <p>When you are searching for a specific IPA, you can enter its version number.</p>	-	C
Full Version	<p>The Full IPA Version number is .... The Version number has the following format: X.Y, where</p> <ul style="list-style-type: none"> <li>• X = ...</li> <li>• Y = ...</li> </ul>	-	C
Fund	<p>This field contains the Fund from which the Interim Payment is being applied for. The content of this field is automatically derived from the Fund code in the Operational Programme CCI.</p>	-	C
Status	<p>This field indicates the status of the IPA you are working with. This is a read-only field completed automatically by the system.</p> <p>An IPA can have the following status indications:</p> <ul style="list-style-type: none"> <li>• <b>Created:</b> The IPA has been created by the Member State user, but it has not yet been validated.</li> <li>• <b>Validated:</b> The IPA has been validated by the Member State user, which means that it is in line with the Validation rules and can be sent to the European Commission.</li> <li>• <b>Sent:</b> The IPA has been sent to the Commission by the Member State user and awaits treatment by the European Commission Operating Agent (ECO A).</li> <li>• <b>Accepted:</b> The IPA was accepted by the ECO A.</li> <li>• <b>Returned for correction:</b> The IPA was not accepted by the ECO A and has been sent back to the Member State for correction. The MSCA must update and validate the IPA again, taking into consideration the Commission's remarks.</li> <li>• <b>Fully Rejected:</b> The IPA was not accepted by the ECO A and has been completely rejected. The MSCA must create a new IPA and send it to the European Commission.</li> </ul>	-	C

Field name	Description	M.L.	Status
Title	The title describes the Operational Programme covered by the Interim Payment Application. The Title linked to the CCI is copied into this field during the first phase of the Creation Wizard. When you are searching for a specific IPA, you can enter (part of) the title to find it. When you are editing an existing IPA, you cannot change the settings in this field anymore.	-	C
Previous Node	This field contains the Node where the IPA resided, before its status changed for the last time. When you are searching an MCS Dossier, select the required Node from the drop-down list.	-	C
Current Node	This field contains the Node where the IPA is residing now. When you are searching an IPA, you can select the required Node from the drop-down list.	-	C
Last Modified	This field contains the last modification date for the IPA.	-	C

### 2.13.2. Certificate Information Data Fields

The following table lists the data fields containing information about the Certificate for an Interim Payment Application. You can find them on one or more of the following screens:

- The **Certificate Information section** of the IPA Display screen
- The **Certificate** tab of the IPA Edit screen

**Note:** This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
National Reference	The National Reference for a Certificate is...	???	O
Name of Certifier	The Certifier is....	???	M
Position of Certifier	The Position of the Certifier is....	???	M
Representing the certifying authority designated by	This field contains...	???	M
Accounts provisionally closed on	This field indicates ...	-	M
Certificate Date	This field indicates ...	-	M
Certificate Signer	This field contains the user name of the certificate signer.	???	M

### 2.13.3. Priority Detail Data Fields

The following table lists the data fields containing expenditure information for the Priorities defined for the Operational Programme, for which the IPA has been defined. You can find them on one or more of the following screens:

- The **Statement of Expenditure by Priority Axis** section of the IPA Display screen
- The **Priority Detail** subtab on the **Statement of Expenditure** tab in the IPA Edit screen

Field name	Description	M.L.	Status
Code	This column lists all Priority Axis Codes as they were defined by the Member State Managing Authority (MSMA), when he created the Priorities covered by the Operational Programme. Though the maximum code length is 5 characters, it is mostly a single-digit number.	5	C
Fund	The Fund field indicates which Fund participates in this Priority Axis. Priorities are always linked to a single fund. The Member State Managing Authority (MSMA) linked the Fund to the Priority, when he created the Priorities covered by the Operational Programme.	-	C
Objective	The Objective field indicates which Objective has been selected for the Priority. The Member State Managing Authority (MSMA) selected the Objective for the Priority, when he created the Priorities covered by the Operational Programme.	-	C
Calculation Basis	This field indicates whether the Community contribution is based on Public or Total Cost. The Member State Managing Authority (MSMA) selected the required option, when he created the Priorities covered by the Operational Programme.	-	C
Total Expenditure	The Total Expenditure is defined as the cumulative total amount of eligible expenditure paid by the beneficiaries. Enter or edit the values as required.	12	M
Corresponding Public Contribution	The Corresponding Public Contribution is the amount of the total expenditure which is financed by public sources Enter or edit the values as required.	12	M

### 2.13.4. Annual Detail Data Fields

The following table lists the data fields containing expenditure information for the Priorities defined for the Operational Programme, for which the IPA has been defined. You can find them on one or more of the following screens:

- The **Statement of Expenditure breakdown by year of the total certified eligible expenditure** section of the IPA Display screen
- The **Annual Detail** subtab on the **Statement of Expenditure** tab in the IPA Edit screen

Field name	Description	M.L.	Status
Year	This field contains the reference of the year to which the total expenditure relates to within the programming period.	-	M
Total Expenditure	This field contains the total eligible amount paid by the beneficiaries in a given year	12	M

### 2.13.5. Technical Assistance Data Fields

The following table lists the data fields containing information about the Technical Assistance amounts covered by the Interim Payment Application. You can find them on one or more of the following screens:

- The **Technical Assistance** section of the IPA Display screen
- The **Technical Assistance** subtab on the Statement of Expenditure tab in the IPA Edit screen

Field name	Description	M.L.	Status
Public Contribution	The Public Contribution is the amount of the total technical assistance expenditure which is financed by public sources. Enter or edit the values as required	12	M
Total Expenditure	The Total Expenditure is defined as the cumulative total amount of eligible technical assistance expenditure paid by the beneficiaries. Enter or edit the values as required.	12	M

### 2.13.6. Application for Payment Data Fields

The following table lists the data fields containing information about the Application for Payment. You can find them on one or more of the following screens:

- The **Application Information** section of the Interim Payment Request Application Display screen
- The **Application for Payment** tab on the Interim Payment Request Application Edit screen

Field name	Description	M.L.	Status
Applicant Name	This field contains the name of the competent authority.	???	M
Applicant Position	This field contains the position of competent authority signing the application.	???-	???
Requested Amounts	This field contains the Amount requested for payment, detailed by Fund and by Objective	???	???
Designated Body	???	???	???
Bank	???	???	???
Bank Account Nr	???	???	???
Bank Account Holder	This field contains the name of the Account holder, if the Account holder is different from the Designated Body	???	O
Request Date	???	???	???
Application for Payment Signer	???	???	???

## APPENDIX A: VALIDATION RULES FOR INTERIM PAYMENT APPLICATIONS

The following table lists the rules applied during the [validation of an Interim Payment Application](#).

### Notes:

- The identification code in the left column can be helpful in your contacts with the SFC2007 Support.
- The severity column indicates which type of message is generated in case of non-compliance with the rule. As long as the Interim Payment Application generates errors, it cannot be validated and sent to the Commission.

<b>Code</b>	<b>Severity</b>	<b>Description</b>
2.1	Error	The Interim Payment Application must be linked to the last decided Operational Programme Version present at validation time (ERDF, ESF, CF and EFF).
2.2	Error	If the Quarterly Declaration has not previously been returned by the European Commission, the Quarterly Declaration (not for 2006Q4) must be linked to the last decided Operational Programme Version present at the first date of the Expenses Period (EAFRD).  There is an exception for the first declaration where the Decision Date must be before the end of the Declaration Period (EAFRD). (The last decided OP version is based on the Decision Date, not on the decision taken date in the system.)
2.3	Error	The Accounts Provisionally Closed Date must not be later than the current date (ERDF, ESF, CF and EFF).
2.4	Error	The Requested Amounts per Objective (for ERDF, ESF and CF) or per Region Type (for EFF) must not be higher than the Declared Amounts per Objective (rounded to two decimals) (ERDF, ESF and CF) or per Region Type (for EFF).
2.5	Error	The total amount of expenditure over Priorities must be equal to the total amount of expenditure over Years (ERDF, ESF, CF and EFF).
2.6	Error	The Statement of Expenditure must contain a Transitional Support repartition when the linked Operational Programme Version has this repartition (ERDF and ESF).
2.7	Error	The Statement of Expenditure per Priority must only contain all Priorities present in the linked Operational Programme Version. The amounts themselves are not mandatory in the Statement (ERDF, ESF, CF and EFF).
2.8	Error	The Statement of Expenditure per Year must only contain all Years between the Eligibility Start Year and the smallest of current Year and Eligibility End Year (ERDF, ESF, CF and EFF)
2.9	Error	The Declaration of Expenditure per Measure must only contain all EAFRD Measures once implemented (= having an Community Amount higher than 0) in one of the Operational Programme Version (EAFRD).
2.10	Warning	There must be no open Interim Payment Application at Commission Level (ERDF, ESF, CF and EFF).

Code	Severity	Description
2.11	Error	The Statement of Expenditure per Priority must only contain all Region Types present in the linked Operational programme Version (EFF).
2.12	Error	The Declaration of Expenditure per Measure must only contain all Region Types present in the linked Operational programme Version (EAFRD).
2.13	Error	If a Transitional Support Detail exists, the Total Expenditure and Public Expenditure over this Transitional Detail must be equal to the Total Expenditure and Public Expenditure over the Priorities (ERDF, ESF).
2.14	Error	The following items must be provided: Certifier Name and Position, Designator, Accounts Closed Date, Applicant Name and Position, Designated Body, Bank and Bank Account Number (ERDF, ESF, CF and EFF).
2.15	Warning	<p>The community contribution per priority in the Statement of Expenditure does not exceed the community contribution per priority present in the linked Operational Programme Version (ERDF, ESF, CF and EFF).</p> <p>This has a side effect for ERDF/CF and ESF Payment Requests, where the community contribution has to be calculated:</p> <p>If the calculation basis is set to <b>Total Cost</b>, the community contribution is the smallest of the following two values:</p> <ul style="list-style-type: none"> <li>• Co-financing Rate * Total Expenditure</li> <li>• Public Amount.</li> </ul> <p>If the calculation basis is set to <b>Public Cost</b>, the community contribution is the Co-financing Rate * Public Amount.</p>
2.16	Error	The required <b>Annual Report</b> must have been uploaded once and sent to the Commission starting from the second quarter of 2008. For YYYYQ2 and YYYYQ3, the required Annual Report is the one from the current year – 1, if for that year, an EAFRD amount higher than 0 exists in the Plan. For YYYYQ4 and YYYYQ1, the required Annual Report is the one from the current year – 2, if for that year an EAFRD amount higher than 0 exists in the Plan (EAFRD).
2.17	Error	The required <b>Annual Implementation Report</b> must have been uploaded once and sent to the Commission starting from 30/06/2008. For an Interim Payment Application sent before 01/07/YYYY, the required Annual Implementation Report is the one from the current year – 2, if for that year a Community Amount higher than 0 exists in the Plan. For an Interim Payment Application sent after 30/06/YYYY, the required Annual Implementation Report is the one from the current year – 1, if for that year a Community Amount higher than 0 exists in the Plan (ERDF, CF, ESF and EFF).
2.18	Warning	The negative EAFRD Recoveries/corrections per Measure in the Declaration of Expenditure must not exceed the sum of EAFRD contributions + EAFRD Recoveries/corrections over all declarations, Recoveries/corrections and Annual Accounts Corrections included (EAFRD).

<b>Code</b>	<b>Severity</b>	<b>Description</b>
2.19	Error	The Public Expenses per Measure must only contain positive amounts (EAFRD).
2.20	Error	In the Statement of Expenditure per Priority, the Total Expenditure must not be less than the EFF Contribution + National Contribution (EFF).
2.21	Error / Warning	The Certificate and the Application for Payment must be signed by a valid application user (ERDF, CF, ESF and EFF): Non-compliance with this rule results in an <b>error</b> , if the IPA resides on a highest Member State node. Non-compliance with this rule results in a <b>warning</b> , if the IPA resides on a lower Member State node.
2.22	Warning	The EAFRD Recoveries/corrections and the Public Recoveries/corrections must have the same sign (EAFRD).
2.23	Warning	If the EAFRD Recoveries/corrections and the Public Recoveries/corrections have the same sign, the EAFRD Recoveries/corrections per Measure in the Declaration of Expenditure must not exceed the Public Recoveries/corrections per Measure in the same Declaration of Expenditure (EAFRD).
2.24	Warning	The sum over all previous declarations of EAFRD contribution per axis (Recoveries/corrections included) in the Declaration of Expenditure does not exceed the community contribution per axis present in the linked Operational Programme Version (EAFRD)
2.25	Error	The Bank Account must have been provided (EAFRD)
2.26	Error	The Public Amount and Total Amount of Technical Assistance must: <ul style="list-style-type: none"> <li>not be less than the Public Amount and Total Amount over Technical Assistance Priorities and</li> <li>not exceed the Public Amount and Total Amount over all Priorities (ERDF, CF, ESF)</li> </ul>
2.27	Error	A Management and Control Systems Dossier covering this Operational Programme must have been sent once to the Commission (ERDF, ESF, CF and EFF).
2.28	Warning	At least a single Member State Official in Charge has been defined.
2.29	Error	The First Payment Application Forecast of the current year must have been sent previously, when Q4 is being validated. The Second Payment Application Forecast of the current year must have been sent previously, when Q2 is being validated (EAFRD).
2.30	Error	In the Statement of Expenditure per Priority, the Total Expenditure must not be less than Public Amount (ERDF/CF and ESF).
2.31	Error	The requested amounts per objective in the Application for Payment must not be higher than the calculated amounts per objective provided by the Back-Office (ERDF/CF, ESF, EFF). If the Back-Office calculation is not up or has no data, this validation step is ignored.

<b>Cod e</b>	<b>Severity</b>	<b>Description</b>
2.32	Error	If a requested amount per objective in the Application for Payment is given, this amount must be higher than 0 (ERDF/CF, ESF, EFF).

## APPENDIX B: INTERIM PAYMENT APPLICATION SAMPLE REPORTS

This appendix contains a sample for each of the four standard IPA Reports:

- [Print Report](#)
- [Print All Report](#)
- [Snapshot Report](#)
- [Acknowledgement Report](#)

### B.1 Print Report

You obtain this report if you click the [Print](#) link on the IPA Display screen.

<b><u>ANNEX X</u></b>
<b>CERTIFICATE AND STATEMENT OF EXPENDITURE AND APPLICATION FOR INTERIM PAYMENT EUROPEAN COMMISSION</b>
<i>ERDF</i>
<b>Certificate and statement of expenditure and payment application</b>
<i>Name of operational programme: OP for Portugal</i>
<i>Commission Decision: PT-001</i>
<i>Commission Reference (CCI) No: 2007PT161PO001</i> <i>Version: 1.1</i>
<i>National reference: Portugal 999</i>
Page 1

CERTIFICATE

I, the undersigned,

**Certifier, Position**

representing the certifying authority designated by

**Certifier**

hereby certify that all expenditure included in the attached statement complies with the criteria for eligibility of expenditure set out in Article 56 of Regulation (EC) No 1083/2006 and has been paid by the beneficiaries on the implementation of the operations selected under the operational programme in accordance with the conditions for granting of public contributions under Article 78(1) of Regulation (EC) No 1083/2006

<sup>1</sup> after

**01/01/2007**

and amounts to:

*euro*

**200.00**

The attached statement of expenditure, broken down by priority, is based on accounts provisionally closed on

**05/11/2007**

and forms an integral part of this certificate

I also certify that operations are progressing in pursuance with the objectives laid down in the Decision and in accordance with Regulation (EC) No 1083/2006, and in particular that:

- (1) the expenditure declared complies with the applicable Community and national rules and has been paid in respect of operations selected for funding in accordance with the criteria applicable to the operational programme and the applicable Community and national rules, in particular:
  - State aid rules;
  - Public procurement rules;
  - Rules on the justification of advances in the framework of state aid under Article 87 of the Treaty by expenditure paid out by the beneficiary within a three years deadline;
  - no declaration of expenditure concerning major projects which have not yet been approved by the Commission;
- (2) the statement of expenditure is accurate, results from reliable accounting systems and is based on verifiable supporting documents;
- (3) the underlying transactions are lawful and comply with the rules and the procedures have been followed satisfactorily;
- (4) the statement of expenditure and the payment application take account, where applicable, of any amounts recovered and of any interest received, revenue accruing from operations financed under the operational programme;
- (5) the breakdown of the underlying operations is recorded on computer files and is available to the relevant Commission departments on request.

In accordance with Article 90 of Regulation (EC) No 1083/2006, the supporting documents are and will continue to be available for at least three years following the closure of the operational programme by the Commission (without prejudice to the special conditions laid down in Article 101 (1) of that Regulation)

Date

**09/11/2007**

Statement of expenditure by priority axis in euro : Interim payment					
Operational Programme reference (CCI No): 2007PT161PO001					
Name of programme: OP for Portugal					
Date of provisional closure of accounts: 05/11/2007 Date of sending to the Commission:					
<b>Total certified eligible expenditure paid for 2007-2015:</b>					
Priority Axis	Fund	Objective	Calc. Basis <sup>2</sup>	Total Expenditure <sup>3</sup>	Corresponding Public Contribution
1. Priority 1	ERDF	Convergence	Public	100.00	100.00
2. Priority 2	ERDF	Convergence	Public	100.00	100.00
Technical Assistance Total				0.00	0.00
<b>Grand Total</b>				<b>200.00</b>	<b>200.00</b>
<p>2 Basis for calculating Community contribution: public or total</p> <p>3 Total amount of eligible expenditure paid by beneficiaries</p> <p style="text-align: center;">Page 3</p>					

<sup>4</sup> Breakdown by year of the total certified eligible expenditure	
	Amounts of expenditure (in euros)
2007	200.00
<b>Grand total 2007-2015</b>	<b>200.00</b>
<p>4 By year: the breakdown mentioned in this table shall correspond to the payments made by the beneficiaries in the year concerned. Where it is not possible to precisely establish this breakdown, the best estimate of this breakdown should be given.</p> <p style="text-align: center;">Page 4</p>	

**APPLICATION FOR PAYMENT: Interim payment**

*Name of operational programme: OP for Portugal*

*Operational programme reference (CCI) No: 2007PT161PO001*

*Fund: ERDF*

Pursuant to Article 61 of Regulation (EC) No 1083/2006, I, the undersigned,

**CERTIFIER, POSITION**

hereby request that you pay by way of intermediate payment the sum of:

In EUR	Convergence Objective	European Competitiveness and Employment Objective	European territorial Cooperation Objective
ERDF	<b>200.00</b>		

This application is admissible because:

(a) no more than the maximum amount of assistance from the Funds as laid down in the decision of the Commission approving the operational programme has been paid by the Commission during the whole period for each priority axis.	<input checked="" type="checkbox"/>
(b) the managing authority has sent the Commission the most recent annual implementation report in accordance with Article 67 (1) and (3).	<input checked="" type="checkbox"/>
(c) there is no reasoned opinion by the Commission in respect of an infringement under Article 226 of the Treaty, as regards the operation(s) for which the expenditure is declared in the application for payment.	<input checked="" type="checkbox"/>

The payment should be made by the Commission to the body designated by the Member State for the purposes of making payments

Designated body	<b>Portugal</b>
Bank	<b>PT Bank</b>
Bank account No	<b>012-987654-23</b>
Holder of account	<b>Portugal</b>

Date

**09/11/2007**

**CERTIFIER, POSITION**

## **B.2 Print All Report**

You obtain this report if you click the [Print All](#) link on the IPA Display screen. ADDRREF

Pages 1 – 5 are identical to the [Print Report](#).

The following page is specific for the Detailed Report:

Associated Documents						
Title	Type	Language	Document Date	Sent Date	Commission Registration Nr	Local Reference
Acknowledgement_pt.pdf	Interim Payment Application Sent Acknowledgement Document	Portuguese	09/11/2007	09/11/2007		
prepareDocument - pt	Snapshot of data before send	Portuguese	09/11/2007	09/11/2007		

Latest Validation Results		
Date	Severity	Message
09/11/2007	Info	Object has been validated.

History				
Status	Comment	By Level	Date	User
Accepted		Commission	09/11/2007	smithjohn
Sent		Portugal	09/11/2007	w0052355
Validated	Signing SGNAPP	Portugal	09/11/2007	w0052355
Validated	Signing SGNCRT	Portugal	09/11/2007	w0052355
Validated		Portugal	09/11/2007	w0052355
Created	Signing SGNAPP	Portugal	09/11/2007	w0052355
Created	Signing SGNCRT	Portugal	09/11/2007	w0052355
Created	created by wizard	Portugal	09/11/2007	w0052355

Officials in Charge					
Name	Phone	Fax	Email	Valid from	Until
JS			john.smith@ec.europa.eu		

### B.3 Snapshot Report

You obtain this report if you open the *prepareDocument.pdf* file which is generated automatically, when you send the Interim Payment Application to the Commission.

The content is identical to the [Print Report](#).

At the bottom of the last page, a *Checksum on all Structured Data* is also available. The notion *Structured data* refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed.

### B.4 Acknowledgment Report

When the Member State sends a Major Project to the Commission, the Commission acknowledges its reception by means of an automatically generated and digitally signed Acknowledgment Report. This report has a name in the following format: *Acknowledgement\_II.pdf*, where *II* is the two-letter language code.

The first page of the Acknowledgment report contains the following statements:

**SFC2007**  
**Acknowledgment of Receipt**

This document acknowledges the reception on 07/08/2007 at 17:07:11 MEST by the European Commission of version 1 of Payment Request 2007PT161P0001 for fund ERDF, sent via the SFC2007 system by w0052354 on behalf of their Member State

Digital  
Signature

This document certifies that the European Commission has officially recorded in the SFC2007 Information System, at a given date and time, the documents and structured data that are described in the following pages. These documents and data have been entered into the SFC2007 system by users officially appointed by their Member State and have been formally transmitted to the European Commission by the person whose name is indicated on the first page. As such, this acknowledgement of receipt cannot commit the European Commission to anything else other than acknowledging the receipt of these documents and data. In no way can this acknowledgement of receipt be considered as a commitment to approval or acceptance.

This acknowledgement of receipt is signed with an electronic certificate guaranteeing the date and time of the signature as well as the integrity of this document. The certificate used to sign this document is held by the European Commission and can be verified by the corresponding public key which can be downloaded from the CIRCA site of the SFC2007 project ([http://forum.europa.eu.int/Members/irc/regio/sfc2007/library?l=/control\\_security&vm=detailed&sb=Title](http://forum.europa.eu.int/Members/irc/regio/sfc2007/library?l=/control_security&vm=detailed&sb=Title)), as well as the instructions as how to use this public key.

Pages 2 to 6 look like the [Print report](#).

Page 7 looks as follows:

Associated Documents						
Title	Type	Language	Document Date	Sent Date	Commission Registration Nr	Local Reference
prepareDocument - pt	Snapshot of data before send	English	09/11/2007	09/11/2007		
Document Checksum	9d9c8ad7 4a4081b5 5ccb531d 84a70b56 4c44182a 5eb420bb d3412df1 587ef648 380d842a 2c1af35d cdd408c2 a9b2f6f3 7818d1ad c3bbd346 ad515081 ad29bb7f					
Checksum on all Structured Data						
66fd0ccf a2a53d8c 7925c3fe 0a25ce1b 3c197594 be2d11d4 b3d62eca 88898edd 4fd11be5 c146ed49 d7b2f750 22ea9572 f985dbe5 1734e53b 36c7356e 2cb9dd3e						
Page 7						

The Document Checksum refers to the document listed above. It allows making sure that two copies of the document are identical.

At the bottom of the last page, a **Checksum on all Structured Data** is also available. The notion **Structured data** refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed.